

### III. Correspondence and Reports.

#### B. ADMINISTRATION REPORTS—*concluded.*

**434.** The Conservators should in their Annual Administration Reports distinguish between misappropriation of (a) timber, (b) firewood, and (c) minor forest produce. The amounts of revenue collected on *each kind of minor forest produce*, in each district, should also be stated.\*

Data relating to sums realized by compounding offences.

**435.** The Conservators of Forests should, in their Administration Reports supply information as to the sums realized from cases compounded under section 67 of the Forest Act.†

#### C. Demi-official Correspondence.

**436.** The attention of all officers in the Political, Judicial and Educational Departments, and also, according to Government Resolution No. 3078, dated 31st August 1891, Officers in the Revenue, Financial, General and Separate Departments of the Secretariat, is called to the rule already enforced in the Political Department that unless *demi-official* letters have been brought on the records of Government and referred to by Government, they should not be noticed in official correspondence. Demi-official correspondence is either used to supplement and explain official correspondence in which case the distinction of style indicates a fundamental distinction in the writers' intentions as to its official use, or it is adopted in lieu of official correspondence, to save time, or to secure secrecy, in which case it should be followed by an official communication in due course.

Rules regulating demi-official correspondence.

**437.** The following rules are laid down for general guidance :—

(i) No demi-official letter or telegram should be quoted in official correspondence without the express sanction both of the sender and the receiver. On no account should it be communicated to Native States or quoted in the issue of orders to subordinate officials.

(ii) Demi-official communications or instructions, which are provisionally required for action or record, must be supplemented by official communications containing no reference to the demi-official correspondence.

(iii) Demi-official correspondences should be limited to the uses above described.‡

#### D. Confidential Correspondence.

**438.** The following rules for the treatment of confidential correspondence, sanctioned by the Government of India and circulated to the several departments of the Secretariat with Government Resolution, General Department, No. 578, dated 26th February 1874, are com-

\* Government Resolutions No. 7232, dated 12th September 1892; No. 6881, dated 29th August 1892; and No. 9846, dated 15th December 1892.

† Government Resolution No. 8738, dated 24th December 1887.

‡ Government Resolution No. 3078, dated 31st August 1891.

### III. Correspondence and Reports.

#### D. CONFIDENTIAL CORRESPONDENCE—*concluded.*

municated to the officers concerned under Revenue, Financial and General Departments for information and guidance :—

(i) Confidential papers should not pass in usual course through an office. Only the head of the office and a few trustworthy clerks (whose names are to be noted) should deal with them.

(ii) Confidential papers should pass from hand to hand either by personal delivery or be sent in sealed covers.

(iii) The entries in the ordinary office registers and diaries should be made from slips furnished by the confidential clerk who deals with the papers, and should be very general, sufficient merely to admit of the paper being traced, and referring to a separate register. This separate register should be kept by the Confidential Clerk, and should be in the same form and as full as the general register kept for ordinary correspondence.

(iv) Confidential papers should not be brought on the ordinary proceedings, but should be separately recorded, and kept under the personal custody of the Confidential Clerk. If printed, the spare copies and the volumes of proceedings should be treated with the same attention as the originals, and when forwarded for information or use of Government, should be carefully packed under double cover.

(v) As few copies of confidential papers as possible should be printed and a register should be kept of these showing how each copy has been disposed of.

(vi) When confidential papers are sent out of an office they should be put into double covers, the inner one marked "Confidential," and superscribed with only the name of the addressee, and the outer one bearing the usual official address.\*

### IV. RULES FOR THE INSTITUTION AND DEFENCE OF SUITS.

#### A. Institution of Suits on behalf of Government.

**439.** The following rules for the guidance of all officers in connection with the institution and defence of suits and other civil proceedings in the mofussil, in which Government or any officer of Government is a party, or in which Government have any interest, are issued in supersession of all existing rules or orders on the same subject. These rules do not apply to the Province of Sind :—

Preamble with note regarding the Province of Sind.

**NOTE.**—The Sind Rules are, with the following verbal modifications, identical with those for the rest of the Presidency and were published in Notification No. 6849, *Bombay Government Gazette*, 1882, Part I, pages 951 and 961.

(a) In rules 28, 32, 37 (2), 41, 42, 43, 44, 45, 47, 48, 49 and 71 of the Sind Rules *substitute* "Sadar Court" for the words "High Court."

\* Government Resolution No. 1001, dated 18th March 1882.